



## DISASTER RECOVERY PLAN

The Board recognizes the importance of technology to System operations and has created this Technology Disaster Plan to ensure that in the event of an emergency, the System will continue without any loss of data and/or threat to security.

### RECOVERY TEAM

The System Technology Recovery Team will be responsible for executing the various aspects of this plan in an effort to minimize data loss through preparation for and recovery from a disaster affecting the System. The team will include the Executive Director, the Computer and Network Services Manager, and the Technology Services Librarian.

### DISASTER COMMUNICATION

In the event of an emergency or disaster, the first person on scene will contact the appropriate emergency facility then the Executive Director. The Executive Director will be responsible for notifying the Computer and Network Service Manager to implement the Disaster Recovery Plan followed by starting the System phone tree, notifying the System Board. Once the situation is under control Member Libraries will be notified about the situation.

### BACKUP STRATEGY

The Computer and Network Services Manager monitors a daily backup of all System servers. This data is stored on two sets of drives and taken off site weekly in the alternating care of the Computer and Network Service Manager and Technology Services Librarian.

The backup is a snapshot of all System server data that can be loaded onto any server or computer in the event of a disaster. The server backup is tested twice a year to ensure that the backup procedure is effective.

That Financial Software and data are included in the nightly backup/weekly storage. It can be restored on a temporary server or computer in the event of a disaster.

The Evergreen Software and data are hosted off-site and would be unaffected by a disaster occurring at System headquarters.

## HARDWARE

A backup System server will be housed off-site and used in the event of a disaster to upload data for technology operations. If the backup server is inaccessible, the server data can be loaded onto an individual computer at a member library to gain accesses to essential data and processes.

An inventory of the System's technology resides on the P:\Drive that will be accessible once the above backup is restored on a temporary server or computer. This inventory will be used to evaluate recovered devices depending on the disaster and to prioritize purchases for replacement equipment.

## TEMPORARY OPERATIONS

In the event of System headquarters being an unsuitable site for technology operations, System technology services will be hosted by Wood Library in Canandaigua until the System has a permanent solution for technology services. A server will be stored at the Wood Library and periodically tested.

*Amended: April 13, 2022; March 10, 2021  
Adopted: October 14, 2015*